

Order Certified Copies

Begin by opening the decedent's case. Confirm in the status bar that the case is "Registered". Select the "Order Certified Copies" link under Other Links

Death Registration Menu

- Personal Information
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 - Switch User

43621 2013511355 :Cathy Carton Nov-19-2013
./Personal Valid/Medical Valid **Registered** Signed/Certified/NA/ICD Coding Required

Decedent

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
	Cathy			Carton	

Aliases

Add/Edit Alias Names

Gender: Female Social Security Number: 999-99-9999 None Unknown

Date of Birth: Jun-02-1911 Age: 102 Under 1 Year Under 1 Day Months Days Hours Minutes SSN Verification Status: UNVERIFIED (0) Verify SSN

Decedent's Birth Place

City or Town	State	Country
Augusta	Maine	United States

Ever in US Armed Forces? No

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

The Applicant page will open and will be system-filled with the funeral home's name and address as shown below. Keying in the Contact Information is not mandatory.

20131101919 :Albert & Burpee Funeral Service, Inc.
/Keved/Incomplete

Applicant

Applicant: Person Organization

Organization

Name: Albert & Burpee Funeral Service, Inc.

Address

Street Number: 253 Pre Directional: Street Name: Pine Street Designator: St Post Directional: Apartment Number:
City or Town: Lewiston State: Maine Country: United States Zip Code: 04240

Contact Information

Attention:
Phone Number: -- Alternate Number: -- Fax Number: --
Email: NoOne@vitalchek.com

Shipping Information Same as Applicant?

Clear Save Next Return

Select the **Next** button at the bottom of the page
The Services page will open

Services

Source: Internet Received Date: Nov-19-2013 Fee Effective Date: Nov-19-2013

Will this order be paid for by Credit Card?

Issuing Office: Office of Vital Records

Save Previous Next Return

Complete the required Source field and the Issuing Office field.
The Source field must indicate "Internet".
The Issuing Office must be Office of Vital Records as shown below.

Once the Issuing Office "Office of Vital Records" is selected from the dropdown, the page will expand and include an "Add Service" button.

Services

Source ▶ Internet ▼ Received Date Nov-19-2013 Fee Effective Date Nov-19-2013

Will this order be paid for by Credit Card?

Issuing Office ▶ Office of Vital Records ▼

1 Name: Cathy Carton

Applicant Relationship to Registrant: Funeral Director

Currently there are no services for this event request. Please click Add Service to add a service.

Add Service

Save Previous Next Return

Click the **Add Service** button shown above and the page will expand as shown below.

Complete all the required fields as shown in red:

1. Select from the Service dropdown the type of service you need.
2. Type in the Quantity.
3. Select the Priority from the dropdown.
4. Select the Delivery method from the dropdown.
5. Select the SAVE button as shown below.

Services

Source ▶ Internet ▼ Received Date Nov-19-2013 Fee Effective Date Nov-19-2013

Will this order be paid for by Credit Card?

Issuing Office ▶ Office of Vital Records ▼

1 Name: Cathy Carton

Applicant Relationship to Registrant: Funeral Director

▶ Service	▶ Quantity	▶ Priority	▶ Delivery
Death Certified Copy ▼	2	REGULAR ▼	MAIL ▼
Request Reason	Other Specify		
Tax Purposes ▼			
		Save	Cancel

Add Service

Save Previous Next Return

The next page, shown below, is a recap of the service requested above. The services page below shows that two (2) copies of the Death Certified Copy were requested.

Services

Source ▾ Internet ▾

Received Date Nov-19-2013 

Fee Effective Date Nov-19-2013 

Will this order be paid for by Credit Card?

Issuing Office ▾ Office of Vital Records ▾

1 Name: Cathy Carton

Applicant Relationship to Registrant: Funeral Director

Id	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee	
1	Death Certified Copy	2	REGULAR	MAIL	Tax Purposes		\$21.00	Edit Reverse

Click the Add Service button here if you choose to place another service.

[Add Service](#)

[Save](#)

[Previous](#)

[Next](#)

[Return](#)

To add another service select the “Add Service” button. Repeat steps 1 through 5 above.

When all the services have been added, select the “Next” button at the bottom of the page as shown above.

The Payments page will appear as shown below.

Payments

Received Date: NOV-19-2013

Fee Effective Date: NOV-19-2013

Add Payments

[Credit Card ▾](#)

[Add Payment](#)

Click the “Add Payment” button and page will be redrawn.

Currently there are no payments for this order. To add a payment select a payment type and click Add Payment.

SubTotal: \$21.00
VitalChek Fee: + \$5.50
Total: = \$26.50
Paid: \$0.00
Balance: = \$26.50
Change Due: \$0.00

[Edit Payer](#)

[Previous](#)

[Next](#)

[Return](#)

1. Select the “Add Payment” button as shown above. The page will be redrawn as shown below.
2. Key in the credit card number.
3. Select the expiration date from the dropdown.
4. Type in the 3 digit CVC code.
5. Select the “Authorize” button as shown below.

Payments

Received Date: NOV-19-2013

Fee Effective Date: NOV-19-2013

Add Payments

Credit Card

Add Payment

Credit

Payment Date	User	Card Number	Exp Date	CVC	Auth Code	AVS	Status	Amount	
NOV-19-2013	Trainfdmcs1	439750001500248	Jan 2014	555				26.50	Authorize Cancel

SubTotal: \$21.00
VitalChek Fee: + \$5.50
Total: = \$26.50
Paid: \$0.00
Balance: = \$26.50
Change Due: \$0.00

Edit Payer Previous Next Return

Once the Authorization is complete the Status will show "Approve" and the balance should show \$0.00 as shown below.

Payments

Received Date: NOV-19-2013

Fee Effective Date: NOV-19-2013

Add Payments

Credit Card

Add Payment

Credit

Payment Date	User	Card Number	Exp Date	CVC	Auth Code	AVS	Status	Amount
NOV-19-2013	Trainfdmcs1		JAN/2014		TestOK		Approved	26.50

SubTotal: \$21.00
VitalChek Fee: + \$5.50
Total: = \$26.50
Paid: \$26.50
Balance: = \$0.00
Change Due: \$0.00

Edit Payer Previous Next Return

Select the Next button at the bottom of the page.

The Order Summary page will display.

Order Summary

Source: Internet

Received Date: NOV-19-2013

ProCheck / ProID Status:

Fee Effective Date: NOV-19-2013

Applicant Information

Name: Albert & Burpee Funeral Service, Inc.

Address: 253 Pine St
Lewiston, Maine 04240

Attention:

Phone:

Email: NoOne@vitalchek.com

Payment Information

Type	Amount	User
Credit Card	\$26.50	Bill Sargent

Paid: \$26.50

Due: \$26.50

Balance: \$0.00

Event Requested

Event Type: Death Amend Mailing Envelope Mailing Label

Relation: Funeral Director

Status: /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

Comments:

Matched Events

Registrant	Match	Total Number of Issuances	Date of Last Issuance
Cathy Carton	Yes	0	

Services

Service Name	Quantity	Priority	Delivery	Fee
Death Certified Copy	2	REGULAR	MAIL	\$21.00 Issue

New Order

Copy to New

Submit Order

Void

Issuance History

Previous

Return

Click the **“Submit Order”** button located at the bottom of the page to submit the order for processing.

A popup message will appear on the screen confirming the order has been submitted. This message does not stay on the screen very long so it is possible to miss the message.

